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Professional Etiquette - Introductions and Proper Hand Shake

1. Reach out and use a firm grip
2. Make eye contact during the entire introduction
3. Smile ☺ and be genuine
4. Introduce yourself using both your first and last name
5. Listen for the other person to introduce themselves
6. Reply with a friendly response like "Pleasure to meet you" or "Nice meeting you"
7. Ask the adult to please sign your assignment sheet, have a pen ready for them to use

Principal _____

Assistant Principal _____

Assistant Principal _____

Assistant Principal _____

Adult on Campus _____